

**PARAGON HOUSING ASSOCIATION LIMITED**

Minutes of Management Committee meeting

Hybrid Meeting

11 December 2024

Present: A Anderson  
J Anderson (online)  
E Campbell  
S Gilbert  
B Lees (online)  
L McNally (online)  
E McNie  
M Richards

Staff: M Torrance  
E Mathershaw  
M Thompson  
W Baxter  
M Binnie

Observer: N Johnstone

**GOVERNANCE / MINUTES ETC**

**1. APOLOGIES**

D McLean (SLA)  
K Menzies  
J O'Meara

**2. COMPOSITION OF COMMITTEE**

M Torrance advised that David Boyak has resigned from the management committee from 14<sup>th</sup> November for personal reasons. David wished everyone well. M Torrance will notify the lenders.

*Note – N Johnstone joined the meeting as an observer.*

*Note – J Anderson joined the meeting.*

**3. MANAGEMENT COMMITTEE CALENDAR**

Previously circulated – no changes.

#### 4. GOVERNANCE ITEMS

M Torrance advised that on the Governance report she has added a section to note the date the last approved management committee meeting minutes were uploaded to our website.

M Torrance advised that there are available places on the management committee. M Torrance provided update on previous interest received. This will be followed up.

Standing Orders - minor changes previously discussed had been made.  
***Management committee members readopt the Standing Orders.***

##### 4a. Minutes of Previous Meeting – 13 November 2024

There were no amendments to the minutes.

Proposed: S Gilbert  
Seconded: J Anderosn

***Minutes Approved.***

##### 4b. Matters Arising

All covered in agenda.

#### 5. BUSINESS ITEMS

##### 5a. Rent Increase Consultation Options

M Thompson took members through a presentation on the rent increase options.

This discussion is only to agree rent increase options to consult with tenants on.

October RPI 3.4%. If we were to base the increase on the current rent policy of RPI + 1% then we would be looking at an increase of 4.4%.

We need to take account of continuing cost of living crisis and the rent harmonisation implications.

The comparators to other RSLs and LAs was discussed and all of the considerations that need to be taken into account.

E Mathershaw took members through the slides on affordability. Arneil Johnston has done a lot of work on affordability as part of the rent harmonisation exercise.

There was a positive response to the rent harmonisation consultation - just under 11% response rate. Some tenants noted their concerns around charge for having a garden and for some household compositions e.g. single person in family house.

The management team are suggesting that 2025/26 be a transitional year with only voids moved over to new rents and further consultation with existing tenants with a view to fully implement 2026/27.

There was discussion on possible incentives for tenants to move from family homes to a smaller property.

W Baxter took members through how the options would affect the programme.

M Torrance explained how rents levels were originally determined.

There was discussion on the rent increase options to consult on. Senior staff offered 3 options 3.5% / 3.9%/4.5%. There was discussion on the implications of each

***Management committee members agreed to consult on a proposed increase of 3.9% and 4.5%.***

There was discussion on factors such as NI contributions next year, wage increase and pension contributions. These are not known at this time and will be reviewed as part of the budget.

## **6. FINANCE & GENERAL SUB COMMITTEE**

### **6a. Finance & General Sub Committee**

The last meeting was held on 11<sup>th</sup> November. The draft minutes will be uploaded.

A date has to be set for the next meeting.

M Thompson has been working on reformatting the management accounts.

## **7. HOUSING MANAGEMENT & INVESTMENT**

### **7a. Housing Management & Investment**

E Mathershaw advised that a meeting was held on Monday 9<sup>th</sup> December.

At the meeting the reports were discussed in detail.

- Arrears are stable
- Repairs performance is progressing in a positive manner. Close working with the contractor to manage performance.

- There has been a positive reduction in relet days
- 2 void properties have been taken off charge due to the extra work required.

Tenant Scrutiny Panel members had joined the meeting to discuss the Tenant Participation strategy and forward calendar. Members will attend the rent consultation meeting in January.

#### **7b. Arrears / Voids / Repairs**

As above

#### **7c. Programme Report**

W Baxter advised that there has not been a lot of change to the report from last month.

Gas Servicing - up to date / no failures

Medical Adaptations - The Association received a grant offer of £33.5k. Currently have £36k of priority 1 requests dating back to June 2023 which will be dealt with first. There is around £50k of priority 2 and 3 requests on our waiting list. The Scottish Government have said at their budget meeting they will seek to increase next year's budget. The sector needs around £28m to cover medical adaptations.

J Anderson has brought this issue up at various forums.

Insurance claims – there has been 4 received to date this year none of which have been settled.

EICRs – breakdown on report

Finance report - £180k saving to date, committed £2.83m and to date spent below £1.16m.

Development – Commissioner St, Bo'ness – handover of site expected July/Aug 2025. Westquarter handover expected May/June 2025.

BBOOM – 3 properties bought to date this financial year.

Everwarm who are part of the Sureserve Group have rebranded to Sureserve Energy effective from 9 December 2024. It will take time for them to rebrand vans, clothing etc. We will need to make tenants aware of this change.

Good feedback has been received from tenants on kitchen replacement/upgrades.

## **8. COST PLAN / TENDER APPROVALS**

None

## **9. AUDIT COMMITTEE**

### **9a. Audit Committee**

Last meeting August 2024 and forward programme being set to tie with audit programme.

### **9b. Internal Audit**

The IT audit is currently ongoing.

The following internal audits will be carried out this financial year:

- Gas Safety – February 2025
- Cash in bank – date to be arranged
- ASB - date to be arranged

External audit services are due to go out to tender this year. A timetable will be produced for the exercise.

## **10. HEALTH & SAFETY**

### **10a. H&S Workplace Committee**

M Torrance advised that there is new legislation about sexual harassment in the workplace. Employers need to be proactive. The policy will be updated to reflect the changes.

The office Fire Risk Assessment have been done and we await the report.

The contractor will close off the fire door to the building next door next week.

Work has been instruction for the installation of a new fire alarm, security and CCTV system in the office.

### **10b. H&S Stock Sub Committee**

There have been updates to the Landlord Safety manual. An internal meeting of key staff was held to review the updates. Feedback will be provided at the next H&S committee meeting.

There has been 1 near miss reported.

Noted reports were reviewed on key health and safety areas.

The updated Stock Fire Risk Assessment is underway.

A stock valuation is underway of 5% of stock secured against lender RBS.

**10c. STEPS Group Update**

The group continue to meet and be active.

The group have produced an annual report which will be launched soon. Good feedback has been received so far from those who have seen it.

**11. REGULATORY ISSUES**

None

**12. POLICY ISSUES**

**12a. General Data Protection Policy**

M Binnie advised that the policy was due for review and that our DPO had reviewed and no updates/changes are required.

*Management committee members re-adopted the policy.*

**12b. Breach Notification Policy**

M Binnie advised that the policy was due for review and that our DPO had reviewed and no updates/changes are required.

*Management committee members re-adopted the policy.*

**13. STRATEGY, POLICY & RESEARCH DEVELOPMENTS**

**13a. Grangemouth Housing Masterplan**

No updates

**13b. Clackmannanshire Wellbeing Economy Anchor Partnership**

No updates. The next meeting is due to be held in February.

**14. TRAINING / INFORMATION**

**14a. Training Plans / Appraisals**

M Torrance will circulate dates for training as previously discussed for the January meeting.

There has been good uptake of SHARE e-learning. We will look at setting up a pathway in the SHARE LMS for committee training.

**14b. Conference & Training Schedule**

SFHA Housing Management Conference, 20<sup>th</sup> February - J O’Meara and A Anderson would like to attend. A staff member will also attend as a third place is free. This was agreed.

**15. ANY OTHER BUSINESS**

**Payment, Benefit, Entitlement -**

S Gilbert, L McNie and M Richards declared an interest and took no part in the discussion.

M Torrance provided details to the management committee - ***committee members approved.***

Staff Pension Consultation – M Thompson has organised a session for staff in January after which the staff consultation will start.

**DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 22<sup>nd</sup> January 2025 at 1.30pm.

<b>Signed: Chairperson</b>	
<b>Date:</b>	